



EXECUTIVE COMMITTEE

Friday, September 15, 2017

10:00 A.M. – 11:30 A.M.

3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

DRAFT MINUTES

An Executive Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Friday, September 15, 2017 at the ADDPC Office, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
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John Black, Chairperson, Andrew Robinson, Telephone Monica Cooper, Telephone	Melissa Van Hook, Vice-Chair Larry Wanger, Telephone
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Members Absent

Matthew Isiogu Ray Morris

Staff/Guests	Guests
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Erica McFadden, Executive Director Marcy Crane, Staff Lani St. Cyr, Staff Michael Leyva, Staff	
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A. Call to Order/Welcome

Chairperson John Black welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Committee meeting. The meeting was called to order at 10:15 A.M. Roll call and participant introductions were completed.

B. Approval of Meeting Minutes

The minutes from the August 11, 2017 Executive Committee meeting were reviewed.

A motion was made by to approve the Executive Committee Meeting Minutes by Monica Cooper. The motion was seconded by Andrew Robinson. The motion carried.

C. 2018 Appropriations Update

Erica McFadden announced that ADDPC was expecting a continuing resolution of base level funding for FY 18. The award notices are expected to go out in mid-October but could be as late as November. The notice will be for the amount of funding between October 1 and December 8, the date of expiration for the Continuing Resolution (CR). The expectation that the CR would continue throughout the remainder of the year as in years past, but it is not definite. Larry Wanger shared that Congress is expected to introduce legislation to reorganize the Councils and State Independent Living Councils this legislative session for FY 19. We will stay vigilant.

D. NACDD Membership Dues Update

Erica McFadden spoke with Sheryl Matney at ITACC and obtained a list of states that will share with her information about how they work with NACDD. She has already spoken with Pennsylvania and ITACC. She will talk to Florida, Virginia, and Nevada. Based on these initial conversations, she can better determine what the Council is supporting with its \$11,338 dues. Depending on what comes out of the discussion, Erica will draft a letter to Donna Metzger, the President of NACDD, to share feedback and thoughts for NACDD on future efforts. This letter will be reviewed by the Executive Committee before it is released.

E. 2018 State Plan Final Review

John Black shared the final work plan based on Council input. Some of the committees have reviewed it, and the activities for all goals were sent to the full council for review over the summer. The current template puts activities into actions. Monica Cooper moved that they accept the 2018 work plan and forward it to the full council for final approval. The motion was seconded by Melisa Van Hook. The motion unanimously carried.

F. Final Review of ASU Morrison Institute Contract

Per the previous meeting, Morrison Institute submitted the amended language to their contract. It was given to the Executive Committee for final review and approval. Larry Wanger approved the amendment, and it was seconded by Monica Cooper. The motion carried.

G. Council Appointment Update

We have 21 members on our Council currently, which include Charles Ryan and Laura Love's vacancies. Cindy Saverino, Director of the AZ Caregiver Coalition, and Maureen Casey, Asst. Director of DDD, have applied to fill their positions, and council members with expiring terms have decided to renew. Boards and commissions has all information. We are now awaiting confirmation of final appointments and renewals.

H. Future Funding Process of Projects

Erica McFadden shared the current process to fund projects. There needs to be a more formalized process that assures that what we fund is aligned with our performance measures and work plan. The Grants committee will address several areas for staff to implement, such as evaluation of current contracts, discuss the process for competitive funding, ensure goals are being met, and to ensure that projects to be considered by the Council align with the Goals and Objectives, including AIDD performance measures. The Grants committee will be working on a process to update the grant-making procedures and will provide ongoing feedback to the Executive Committee and the full Council. Melissa Van Hook requested that staff provide a short summary of funded projects and dollars expended to date. Committee members stressed they want to ensure contracts are in compliance and for staff to provide up to date information. Larry Wanger offered to share a template that the Council could use. Also discussed was a process for soliciting ideas for proposals that the Council can review but without formal commitment to fund. Instead those summaries would be used to see if they match our Work Plan and if a Scope of Work can be developed. The Grants committee will develop a process for the Executive committee to review.

I. Full Council Agenda

Friday's full Council will provide recognition of Charles Ryan service on the Council since 2009, as he recently stepped off the Council, each standing committee will provide a report out, Lani St. Cyr will provide a fiscal report out, the sustainability report and a review and approval of the 2018 Work Plan. No one had anything else to add.

J. Announcements

Melissa Van Hook started a new job with a company that is bringing ABA pre-schools into Arizona.

K. Adjournment

Larry Wanger made the motion to adjourn the meeting; seconded by Monica Cooper; the motion carried. The meeting adjourned at 11:10AM.

Dated this 20th day of September, 2017
Arizona Developmental Disabilities Planning Council